

State Interoperability Executive Committee and Workgroups

Memorandum of Understanding

SECTION TITLE	SECTION CONTENTS
1. Introduction	Need Agencies involved Why it is necessary to work together
2. Purpose	Intention of the new or proposed capability
3. Scope	Agencies and jurisdictions included and their relationships End users, level of command, level of government, voice or data
4. Definitions	Operational and technical terms associated with the capability or resource Community-specific terms or acronyms
5. Policy	Circumstances under which the capability can be used When to use, when to consider use, who authorizes use, associated operating procedures
6. User Procedure Requirements	Obligations of the agreement, i.e. training, exercises, user requirements, parties responsible for awareness and ensuring training
7. Maintenance	Party or parties who maintain equipment, systems and licenses Jurisdiction, agency or individual responsible for maintenance
8. Oversight	How the capability will be deployed How agencies can provide recommendations that affect policy Whether other agencies can accept or reject recommendations Internal agency policy regarding usage
9. Responsibility for Compliance	Who is responsible for ensuring the SOP is followed and that training is appropriate How compliance is carried out
10. Updates to the MOU	Who has the authority to update or modify How the updating or modification will occur Whether updates or modifications require a new signature page